

Agenda Item Form

Agenda Date: 06/08/04

Districts Affected: All

Dept. Head/Contact Information: Economic Development, David Dobson, (915) 541-4872

Type of Agenda Item:

- | | | |
|---|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contract</u> | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Mr. Lopez currently has a contract, which expires June 9, 2004, and we would like to renew the contract from June 10, 2004 to September 9, 2004 at the same salary level. Mr. Lopez has performed well in his position and is involved with various projects within the department.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

The salary for this position is budgeted under Economic Development Account # 01101/ 72010268/ 501011.

Statutory or Citizen Concerns:

N/A

Departmental Concerns:

N/A

56 6 00 8 100 100
INTELLIGENCE REPORT

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **HECTOR H. LOPEZ**, to assist the Economic Development Department as an Industry Development Advisor at a biweekly rate of \$1,423.08 for 40 hours per week. The term of the contract shall be for the period of June 10, 2004 through September 9, 2004.

APPROVED this 8th day of June 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **HECTOR H. LOPEZ**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Economic Development Department, desires to employ the Employee as an Industry Development Advisor; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Economic Development Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about June 10, 2004 and be completed by September 9, 2004.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of One Thousand Four Hundred Twenty Three and 08/100 Dollars (\$1,423.08). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an exempt employee under FLSA and is not eligible for overtime pay.

The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be

eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Economic Development Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent

by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee
at the following addresses:

CITY: City of El Paso
Economic Development Department
Attn: Director
#2 Civic Center Plaza,
El Paso, Texas 79901

EMPLOYEE: Hector H. Lopez

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 8th day of June, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Hector H. Lopez

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar
Deputy City Attorney

David G. Dobson, Director
Economic Development Department

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: _____, Secretary
Date: 5/27/04

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

INDUSTRY DEVELOPMENT ADVISOR

(EL PASO CONTRACT POSITION)

General Summary

Under general direction, serve as internal staff consultant to City administration on economic direction and comprehensive strategies for development of a target industry within the metropolitan region.

Typical Duties

Create, improve, initiate and coordinate programs for new and enhanced local public and private ventures to establish and enhance an industry such as banking and finance, health care, or tourism. Involves: Confer with area, state, national and international governmental agencies, business community, trade associations, chambers of commerce, financial institutions, civic organizations and the public regarding needs and methods to foster attraction, retention and growth of firms in or that support the industry thereby increasing business activity and revenue. Arrange for and oversee socioeconomic research and statistical modeling to ascertain patterns and forecast trends including demographics and cultural heritage, investments and customer spending, infrastructure and services requirements, physical and human resources available, and environmental, safety and other regulations. Recommend viable long and short-range development goals and priorities to City and business officials or other stakeholders. Implement, oversee and evaluate approved plans and projects to ensure or increase effectiveness and efficiency. Collaborate with other departments and jurisdictions, utilities, regulatory agencies, and business and civic groups to integrate initiatives with land use, transportation, utilities, natural resources, economic and community planning and development goals. Identify opportunities, and prospect for, solicit and negotiate authorized new, relocated or expanded industry operations and infrastructure as a representative of the City at domestic and foreign trade shows, conferences or other meetings. Advocate local events, services and facilities by arranging and hosting or participating in industry related shows, sales missions and familiarization tours for officials and the media. Facilitate formation of public and private partnerships; business alliances and inter-local agreements that foster industry development, and advise interested local communities or cooperatives on development program planning, investment and marketing strategies. Represent the department authorized when serving on committees or attending hearings to facilitate cooperative planning by management and lobbyists with federal and state legislators, regulatory and funding agencies representatives, local governments and utilities, other City departments, international and regional entities, and civic and business groups to deal with ongoing and emerging conditions and opportunities, and provide expert witness testimony such as economic impact of pending legislation, as assigned. Write requests for proposals, grant proposals, project scopes, technical specifications, presentations to officials, and other documents pertaining to development of the industry including strategic plan updates, policy statements and economic position papers

Participate in department financial administration. Involves: Conduct cost-benefit, statistical or other analyses, and prepare annual unit budget requests, including program and capital improvements. Set unit performance targets and measure results. Monitor expenditure of budgeted funds by analyzing costs to minimize adjustment requests in accordance with City financial policies and procedures. Obtain, process and maintain purchase requisitions and other internal fiscal records in requests for proposals. Collaborate in consultant or supplier selection and contract negotiation, and monitor and evaluate execution of contract and grant terms for conformance to City procurement and human resources policies and procedures.

Direct work of designated employees as project team leader, if delegated. Involves: Schedule, assign, instruct, guide and check work. Evaluate performance. Enforce personnel rules and regulations, standards of work conduct and attendance, and safe working practices, as authorized. Report to management on quantity, quality and timeliness of results for use in performance evaluations. Recommend employee training and development, counseling and discipline, and other changes employee status in conformance with the Civil Service Charter. Participate in interviewing applicants.

Perform related incidental professional analytical and administrative duties contributing to the realization of City and department goals as required. Involves: Substitute, as qualified, for coworkers or supervisor during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services. Assist in management or other professional staff by participating in various special projects and studies as assigned. Serve on ad hoc committees. Maintain logs to record activities, and prepare related requested or recurring reports.

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

INDUSTRY DEVELOPMENT ADVISOR

(EL PASO CONTRACT POSITION)

Minimum Qualifications

Training and Experience: Equivalent to an accredited Bachelor's Degree in Public or Business Administration, Economics, Urban Planning or a related field, plus five (5) years of increasingly responsible professional research, analysis, advocacy, consulting, financial administration or project coordination experience in city or regional planning, economic or community development, business brokering or venture capital investment, marketing or government relations at least two (2) years of which were directly related to the functions or management organizations in the industry to the position is assigned.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Special Requirements: Work beyond standard workday or workweek hours as necessary. Travel to domestic and foreign destinations for extended stays if necessary.

Hector H. Lopez, BSFS

Work Experience

The City of El Paso, Department of Economic Development, El Paso, TX
June 2002 - Present

Industry Development Advisor
January 2003 - Present

Duties: Representing and advising the City of El Paso in economic expansion strategy, incentive marketing & management, multi-national industry recruitment, and business retention and development policy

International Trade Liaison/
Economic Analyst

June 2002 - January 2003

Duties: Representing and advising the City of El Paso in international trade, multi-national industry marketing & recruitment, medical industry retention and development, and international trade policy

Cathedral High School, El Paso, TX

January 2003 - Present

Faculty (Pro-bono Community Service)

International Relations & Business Diplomacy

National Hispanic Institute (NHI),

El Paso, Texas

January 2004 - Present

El Paso Region Administrator

(Pro-bono Community Service)

Organization Description: National organization dedicated to Latino student leadership development

Duties: Coordination and Direction of El Paso Region student recruitment, training, fundraising, & public relations

Georgetown University Disciplinary Board, Washington, D.C.

August 1999 - Present

Board Member

(Pro-bono Community Service)

Duties: Review and vote on disciplinary hearings and policies

Education

Edmund A. Walsh School of Foreign Service
Georgetown University
Washington D.C.

1998 - 2002

Bachelor of Science in Foreign Service
May 2002

Major: International Politics, International Law, Ethics, & Organizations
Certificate in Latin American Studies

May 2002

Additional Field of Focus: International Business Diplomacy

Generations United, Washington, D.C.

September 2001 - May 2002

Public Policy Assistant

Organization Description: A national coalition dedicated to intergenerational policy, programs, and issues

Duties: Assistance of Public Policy Director; Congressional briefings; Policy analysis; Policy research; Policy drafting; Lobby Assistance; Review & revision of all publications

The East Coast Chicano Student Forum (ECCSF), Washington, D.C.

April 2001 - June 2002

National Chair (Elected Official)

Organization Description: National umbrella advocate organization of Latino/Hispanic/Chicano student organizations in the US

Duties: Coordination and direction of member schools; Direction of national conferences; Coordination of national legislative agenda & joint endeavors; national spokesman

Community Scholars Program of Georgetown, Washington, D.C.

June 2000 - July 2000

Student Director/Advisor

Duties: Programming coordination; Student Advisor

United States Peace Corps, Washington, D.C.

August 1999 - May 2000

Special Assistant to the Equal Employment Opportunity (EEO) Director

Duties: Assistance of EEO Director; Public/Employee awareness campaigns; Case briefings; Developing and coordinating Internet based communication strategy for Peace Corps EEO policies; Development of Spanish version EEO publications

Georgetown University Residence Life, Washington, D.C.

August 1999 - May 2001

Apartment Residence Coordinator

Duties: Supervision of Village A Apartment Complex; Coordination of all special events for the complex

Oakwood Homes Corp., Las Cruces, NM

May 1999 - August 1999

Housing Consultant, Market Planner

Duties: Sales Agent; Development of regional marketing strategy.

Georgetown Undergraduate Admissions, GAAP Program, Washington, D.C.

Oct. 1998 - May 1999

Texas State Chair

Duties: Texas undergraduate recruitment and Admission

DC Schools Project, Washington, D.C.

Oct. 1998 - May 1999

Supervising Tutor

Duties: Supervision of 45 tutors in the English as a second language program for children

Thomason General Hospital, El Paso, TX

May 1995 - May 1998

Volunteer

Duties: English/Spanish Translator; Pediatrics Aid

Achievements & Recognitions

- Published: *Raising the Bar*, El Paso Inc. May 2003
- Nuestra Cultura: A World Within a World National Conference, Executive Director, April 2001
- U.S. Department of State, Bureau of Western Hemisphere Affairs, American Embassy in Belize, internship, invited March 2000
- Georgetown University Special Committee for Community Building and Programming, Chair, appointed March 2000
- Georgetown Unity Coalition (formed to address on-campus discrimination), Coordinator, appointed January 2000
- Georgetown University Disciplinary Board, appointed August 1999

- M.E.Ch.A. de Georgetown (largest Hispanic student organization at Georgetown University dedicated to increasing Hispanic recruitment, enrollment and retention), Executive Chair, elected February 1999 & 2000
- Georgetown Community Scholar, selected May 1998

Language Proficiency

English: fluent
Spanish: fluent (Georgetown Proficiency Score: Excellent)
French: semi-fluent

Software Proficiency

MS Operating Systems, MS Office Applications, and Arc View Geographic Information System (GIS) Applications